1. Open up excel.
2. In column A put your list of tasks
3. In column B put your list of start dates
4. In column C put your list of end dates
5. In Column D will be your durations – you will need the formula =C2-B2. Then in the lower corner of the cell you will see a small box – click and drag that box to the bottom of your list to get the durations.
6. Click in an empty cell – insert tab – bar chart – Center 2D chart
7. Right click inside the empty box – select data
8. Click the add button on the top of the left box
9. Give series name – Start Date
10. Delete the series value and then highlight all of your start dates. Click ok
11. Click the add button again.
12. Give series name – Duration
13. Delete the series value and then highlight all of your duration numbers. Click ok
14. Click on the edit button – top of the right side box.
15. Highlight your tasks to put in the task name. Click ok.
16. Click ok – you should be back on your excel page with your Gantt chart present.
17. In your chart – right click on one of the start date color boxes – Click format data series.
18. Under fill – click no fill
19. Under border – click no border line
20. Right click on the task.
21. Click format axis – Check the box marked categories in reverse order in data table
22. Right click earliest date. Click format cells. Click on general and remember the number in data table
23. Right click latest date. Click format cells. Click on general and remember the number in data table.
24. On Gantt right click on the date range. Click format axis. Minimum click fixed and then type in the number from step 22. Maximum click fixed and then type in the number from step 23. Major unit click fixed type in 7 for the days of the week. (Or larger depending on time frame)
25. Click on the design tab at the top. Go to chart layout – choose middle layout of the second row.
26. Right click on chart title and change the name of your chart (example BI ER Problem)
27. To change colors of the bars, click on one bar and that should highlight all of the bars or double click on one bar and it only highlights that one bar. Go to the format tab on the top of the page. Click on the shape fill and then choose the color you want one or all bars to have.
28. If you want to have gridlines in your chart – choose layout at the top of the page – then gridlines. If you want vertical lines to represent the days of the week, click on vertical axis and then change the minor unit to fixed and type in 1. For horizontal lines click gridlines again and use the major unit.